



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

MAR 18 2003

Scott G. Kaufman, Treasurer
Crowley for Congress
84-56 Grand Avenue
Elmhurst, NY 11373

Identification Number: C00338954

Reference: Amended July Quarterly Report (4/1/02-6/30/02), dated 11/18/02,
reported as Amended Mid-Year Report (4/1/02-6/30/02)

Dear Mr. Kaufman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the complete address or purpose. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-Schedule A of your report discloses contributions from political committees but fails to include the full and/or recognizable name.